DOCUMENT RESUME

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ABSTRACT

In September 1993, California's College of the Canyons surveyed a total of 415 faculty and staff regarding their satisfaction with their employment at the college and their perceptions of opportunities for development. Responses were received from 41% (n=170) of the employees, including 56 full-time and 58 part-time faculty and 41 full-time and 13 part-time staff members. Survey results included the following: (1) 25.9% of the respondents indicated that their position challenged them and required the use of many skills and abilities; (2) 53.5% agreed that the college offers encouragement and assistance to develop skills and abilities; (3) 31% agreed that there were many opportunities for career advancement; (4) 56.6% were satisfied with their employment at the college; (5) the training activities most requested by all respondents were related to computer software skills, strategies for dealing with difficult people, strategies to enliven classroom presentations, services to help students succeed, sensitivity regarding the needs and interests of minority students and staff, wellness programs, dealing with conflict, strategies to increase student retention, and learning and teaching styles; and (6) the area of training most requested by faculty was for strategies to enliven classroom presentations, while for staff it was wellness, fitness, and stress management. (The survey instrument and findings by employee category are included). (KP)

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ED 376 909

College of the Canyons
Santa Clarita Community College District

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STAFF DEVELOPMENT NEEDS ASSESSMENT

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October 1993

Office of Institutional Development

JC 950 018

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Staff Development Needs Assessment

A total of 415 Staff Development Needs Assessments were distributed to all faculty and staff September 27, 1993. Ten days later, a total of 170 had returned completed surveys, for an overall response rate of 41.0 percent.

The response rate varied by type of employee, as follows:

Response Rate by Type of Employee

	Distributed	Respondents	Percentage
FACULTY/ADMINISTRATORS:			
Full-time	81	56	69.1%
Part-time	182	58	31.9%
All Faculty/Admin.	263	116	44.1%
CLASSIFIED:			
Full-time	85	41	48.2%
Part-time	67	13	19.4%
All Classified	152	54	35.5%
TOTAL:	**415**	**170**	**41.0%**

Employee Classification

Type	Survey Form Fac/Admin	Classif	Total
Classified	8	53	61
Certificated	101	0	101
No Response	7	1	8
TOTAL	**116**	**54**	**170**

Primary Assignment of Respondent

Area	Survey Form Fac/Admin	Classif	Total
Instructional Services	97	9	106
Student Services	10	14	24
Administrative Services	8	24	32
Maintenance & Operations	0	5	5
Other	1	2	3
TOTAL	**116**	**54**	**170**

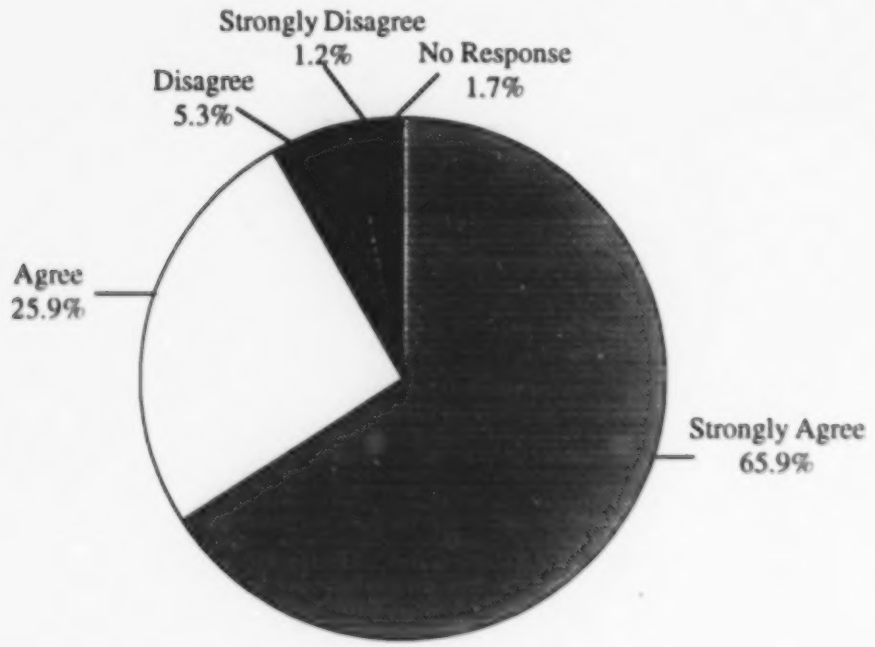
Full-time/Part-time Status

Full or Part-time	Survey Form Fac/Admin	Classif	Total
Full-time	56	41	97
Part-time	58	13	71
Temporary	0	0	0
No Response	2	0	2
TOTAL	**116**	**54**	**170**

Years Employed

No. of Years	Survey Form Fac/Admin	Classif	Total
1 day to 2 years	30	11	41
3 - 5 years	29	20	49
6 - 10 years	22	7	29
11 or more years	35	16	51
TOTAL	**116**	**54**	**170**

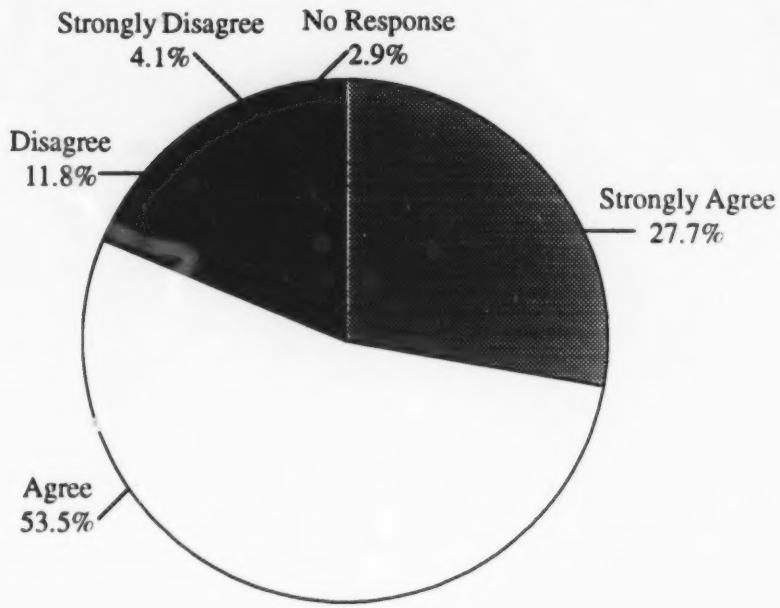
Percentage of Employees Indicating That "My Position Challenges Me and Requires the Use of Many of My Skills and Abilities"



All Respondents

	Classified		Faculty/Admin.		All Respondents	
Responses	N	%	N	%	N	%
Strongly Agree	24	44.4%	88	75.9%	112	65.9%
Agree	19	35.2%	25	21.6%	44	25.9%
Disagree	7	13.0%	2	1.7%	9	5.3%
Strongly Disagree	2	3.7%	0	--	2	1.2%
No Response	3	3.7%	1	0.8%	3	1.7%
	54	100.0%	116	100.0%	170	100.0%
Mean:	3.1		3.7		3.5	

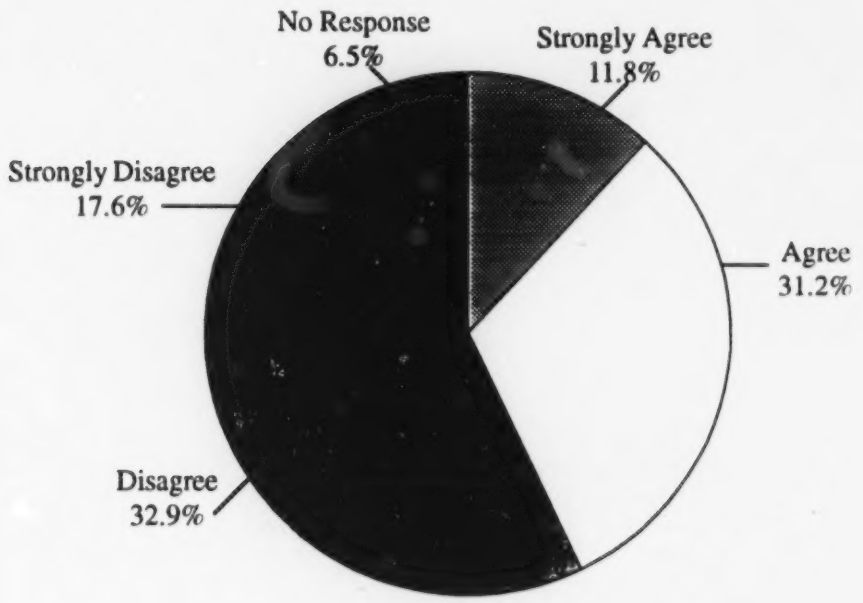
Percentage of Employees Indicating That "College of the Canyons Offers me Encouragement and Assistance to Develop my Skills and Abilities"



All Respondents

	Classified		Faculty/Admin.		All Respondents	
Responses	N	%	N	%	N	%
Strongly Agree	9	16.7%	38	32.8%	47	27.7%
Agree	31	57.4%	60	51.7%	91	53.5%
Disagree	8	14.8%	12	10.3%	20	11.8%
Strongly Disagree	4	7.4%	3	2.6%	7	4.1%
No Response	2	3.7%	3	2.6%	5	2.9%
	54	100.0%	116	100.0%	170	100.0%
Mean:	2.8		3.1		3.0	

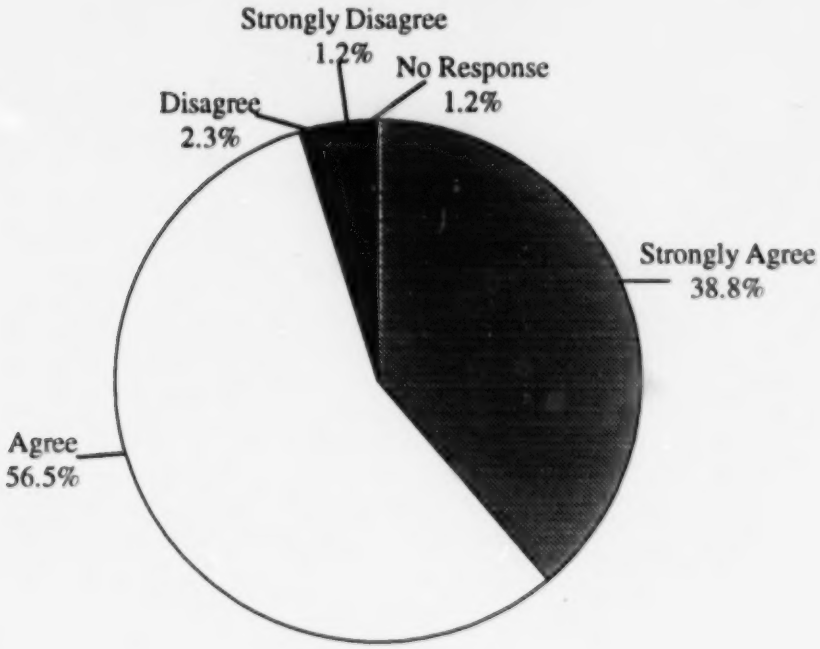
Percentage of Employees Indicating That "There are Many Opportunities for Career Advancement for me at the College"



All Respondents

	Classified		Faculty/Admin.		All Respondents	
Responses	N	%	N	%	N	%
Strongly Agree	3	5.6%	17	14.7%	20	11.8%
Agree	13	24.1%	40	34.5%	53	31.2%
Disagree	22	40.7%	34	29.3%	56	32.9%
Strongly Disagree	15	27.8%	15	12.9%	30	17.6%
No Response	1	1.9%	10	8.6%	11	6.5%
	54	100.0%	116	100.0%	170	100.0%
Mean:	2.0		2.3		2.2	

Percentage of Employees Indicating That "Overall, I am Satisfied with my Employment Experience at the College"



All Respondents

	Classified		Faculty/Admin.		All Respondents	
Responses	N	%	N	%	N	%
Strongly Agree	13	24.0%	53	45.7%	66	38.8%
Agree	37	68.5%	59	50.8%	96	56.5%
Disagree	3	5.6%	1	0.9%	4	2.3%
Strongly Disagree	1	1.9%	1	0.9%	2	1.2%
No Response	0	--	2	1.7%	2	1.2%
	54	100.0%	116	100.0%	170	100.0%
Mean:	3.1		3.4		3.3	

TOP TEN LIST - OVERALL
Staff Development Needs Assessments

Overall response rate = 41.0%

The following were the most requested activities/training from the 170 faculty, administrator and classified staff respondents:

		N	%
1.	Developing personal computing/software skills (Technological Advancement) 41 - Desktop Publishing 35 - Mac Art Programs 28 - Microsoft Windows 26 - WordPerfect 24 - Microsoft Excel 23 - Microsoft Word 21 - Lotus 1-2-3 18 - DOS 17 - Lotus 1-2-3 for Windows 16 - WordPerfect for Windows 10 - FileMaker Pro 7 - dBase	72	42%
2.	Strategies for dealing with difficult people (Human Resources)	69	41%
3.	Strategies to enliven classroom presentations/ discussions (Teaching/Learning)	66	39%
4.	Services available to help students succeed (Student Support)	63	37%
5.	Increasing sensitivity to needs/interests/ cultural backgrounds of our minority students and staff (Cultural Diversity)	61	36%
6.	Wellness/fitness/stress management (Human Resources)	60	35%
7.	Dealing with conflict (Human Resources)	57	34%
8.	Strategies to increase student retention ((Student Support)	56	33%
9.	Learning styles/Teaching styles (Teaching/Learning)	55	32%
10.	Courses related to my job (Human Resources)	54	32%

TOP TEN LIST - FACULTY/ADMINISTRATORS
Staff Development Needs Assessments
Faculty response rate = 44.1%

The following were the most requested activities/training from the 116 faculty and administrator respondents:

		N	%
1.	Strategies to enliven classroom presentations/ discussions (Teaching/Learning)	66	57%
2.	Learning styles/Teaching styles (Teaching/Learning)	51	44%
3.	Strategies to increase student retention ((Student Support)	49	42%
4.	Conference attendance to update subject matter (Teaching/Learning)	48	41%
5.	Integrating new technologies in the classroom (multi-media, computer-assisted instruction, etc.) (Technological Advancement)	47	41%
6.	Increasing sensitivity to needs/interests/ cultural backgrounds of our minority students and staff (Cultural Diversity)	46	40%
7a.	Incorporating multicultural diversity into courses (Cultural Diversity)	45	39%
7b.	Services available to help students succeed (Student Support)	45	39%
8.	Developing personal computing/software skills (Technological Advancement)	44	38%

27 - Desktop Publishing
22 - Mac Art Programs
17 - Microsoft Windows
17 - Microsoft Excel
16 - Microsoft Word
12 - WordPerfect
11 - Lotus 1-2-3
11 - DOS
9 - Lotus 1-2-3 for Windows
7 - FileMaker Pro
6 - WordPerfect for Windows
5 - dBase

9a.	Mini-grants to visit other institutions/ businesses to update knowledge/skills (Teaching/Learning)	43	37%
9b.	Adult learning theory (Teaching/Learning)	43	37%
10.	Cooperative/collaborative learning (Teach/L)	42	36%

TOP TEN LIST - CLASSIFIED STAFF
Staff Development Needs Assessments

Classified Staff response rate = 35.5%

The following were the most requested activities/training from the 54 classified staff respondents:

		N	%
1.	Wellness/fitness/stress management (Human Resources)	29	54%
2a.	Strategies for dealing with difficult people (Human Resources)	28	52%
2b.	Courses related to my job (Human Resources)	28	52%
2c.	Developing personal computing/software skills (Technological Advancement) 14 - Desktop Publishing 14 - WordPerfect 13 - Mac Art Programs 11 - Microsoft Windows 10 - Lotus 1-2-3 10 - WordPerfect for Windows 8 - Lotus 1-2-3 for Windows 7 - Microsoft Excel 7 - Microsoft Word 7 - DOS 3 - FileMaker Pro 2 - dBase	28	52%
3a.	Campus safety (CPR and First Aid) (Physical Resources)	26	48%
3b.	Interpersonal communications (Human Resources)	26	48%
4a.	Memory improvement (Human Resources)	24	44%
4b.	Dealing with conflict (Human Resources)	24	44%
4c.	Disaster preparedness (Physical Resources)	24	44%
5.	Developing leadership skills (Human Resources)	22	41%
6a.	Promotional preparation: resumes and interview techniques (Human Resources)	20	37%
6b.	How to work more effectively in a group (Quality)	20	37%

6c.	Conducting/participating in an effective meeting (Quality)	20	37%
7a.	Planning for retirement (Human Resources)	18	33%
7b.	Services available to help students succeed (Student Support)	18	33%
8a.	Team building (Quality)	17	32%
8b.	How to access Internet (Information Services/Decision making)	17	32%
9.	Improving memos and letters (Human Resources)	16	30%
10a.	Assertiveness training (Human Resources)	15	28%
10b.	Increasing sensitivity to needs/interests/ cultural backgrounds of our minority students and staff (Cultural Diversity)	15	28%

TOP TEN LIST - FULL-TIME EMPLOYEES
Staff Development Needs Assessments

Full-time employee response rate = 58.4%

The following were the most requested activities/ training from the 97 full-time employee respondents:

		N	%
1.	Developing personal computing/software skills (Technological Advancement) 25 - Desktop Publishing 20 - Mac Art Programs 19 - Microsoft Windows 15 - WordPerfect 15 - Microsoft Excel 14 - Microsoft Word 13 - Lotus 1-2-3 11 - Lotus 1-2-3 for Windows 10 - DOS 10 - WordPerfect for Windows 4 - FileMaker Pro 4 - dBase	52	54%
2.	Strategies for dealing with difficult people (Human Resources)	46	47%
3.	Wellness/fitness/stress management (Human Resources)	45	46%
4.	Services available to help students succeed (Student Support)	42	43%
5a.	Increasing sensitivity to needs/interests/ cultural backgrounds of our minority students and staff (Cultural Diversity)	41	42%
5b.	Dealing with conflict (Human Resources)	41	42%
6a.	Conference attendance to update subject matter or knowledge/skills (Human Resources)	40	41%
6b.	Courses related to my job (Human Resources)	40	41%
7.	How to access Internet (Information Services/Decision making)	39	40%
8.	Interpersonal communications (Human Resources)	38	39%

9.	Mini-grants to visit other institutions/ businesses to update knowledge/ skills (Teaching/Learning)	37	38%
10.	Strategies to increase student retention (Student Support)	36	37%

TOP TEN LIST - PART-TIME EMPLOYEES
Staff Development Needs Assessment

Part-time employee response rate = 28.5%

The following were the most requested activities/training from the 71 part-time employee respondents:

		N	%
1.	Strategies to enliven classroom presentations/discussions (Teaching/Learning)	32	45%
2.	Learning styles/Teaching styles (Teaching/Learning)	26	37%
3.	Strategies for dealing with difficult people (Human Resources)	22	31%
4a.	Services available to help students succeed (Student Support)	21	30%
4b.	Recognizing/assisting students with learning disabilities (Student Support)	21	30%
4c.	Incorporating multicultural diversity into the classroom (Cultural Diversity)	21	30%
4d.	Memory improvement (Human Resources)	21	30%
5a.	Adult learning theory (Teaching/Learning)	20	28%
5b.	Conference attendance to update subject matter (Teaching/Learning)	20	28%
5c.	Strategies to increase student retention (Student Support)	20	28%
5d.	Increasing sensitivity to needs/interests/ cultural backgrounds of our minority students and staff (Cultural Diversity)	20	28%
5e.	Developing personal computing/software skills (Technological Advancement)	20	28%
6.	Mini-grants to fund innovations in instruction (Teaching/Learning)	19	27%
7.	Infusing critical thinking into instruction (Teaching/Learning)	18	25%
8a.	Cooperative/collaborative learning (Teaching/Learning)	17	24%

8b. Developing leadership skills (Human Resources)	17	24%
9a. Mini-grants to visit other institutions/ businesses to update knowledge/skills	16	23%
9b. Dealing with conflict (Human Resources)	16	23%
9c. Promotional preparation: resumes and interview techniques (Human Resources)	16	23%
10. Wellness/fitness/stress management (Human Resources)	15	21%

COLLEGE OF THE CANYONS OFFERS ME ENCOURAGEMENT AND ASSISTANCE TO DEVELOP MY SKILLS AND ABILITIES

Overall Mean - 3.1

By Area:	Survey Form Faculty/Admin	Classified
Instructional Services	3.2	3.1
Student Services	3.2	2.6
Administrative Services	3.3	2.9
Maintenance & Operations	-	2.8
By Full/Part-time:		
Full-time	3.1	2.9
Part-time	3.3	2.7
By Years of Employment:		
1 day to 2 years	3.3	3.2
3 - 5 years	3.2	2.7
6 - 10 years	3.2	2.7
11 or more years	3.1	3.0

College of the Canyons

1993-94 NEEDS ASSESSMENT

Staff Development - Faculty Survey

N = 116

1. I am a ____ employee: Check only one.
   - 6.9% Classified (8)
   - 87.1 Certificated (101)
   - 6.0 No response (7)
2. My **primary** assignment is in ____:
   - 83.6% Instructional Services (96)
   - 8.6 Student Services (10)
   - 6.9 Administrative Services (8)
   - 0.9 Other, please indicate (1) _____
3. I am employed:
   - 48.3% Full-time (56)
   - 50.0 Part-time (58)
   - 0.0 Temporary (0)
   - 1.7 No response (2)
4. I have been employed for ____ at College of the Canyons:
   - 25.9% 1 day - 2 years (30)
   - 25.0 3 - 5 years (29)
   - 19.0 6 - 10 years (22)
   - 30.2 11 or more (35)

Circle one response to the right of each statement. (SA=Strongly Agree; A=Agree; D=Disagree; SD=Strongly Disagree)

		MEAN				
5.	My position challenges me and requires the use of many of my skills and abilities.	3.8	SA	A	D	SD
6.	College of the Canyons offers me encouragement and assistance to develop my skills and abilities.	3.2	SA	A	D	SD
7.	There are opportunities for career advancement for me at the college.	2.6	SA	A	D	SD
8.	Overall, I am satisfied with my employment experience at the college.	3.4	SA	A	D	SD

FACULTY NEEDS ASSESSMENT

Directions: If you are interested in participating in any of the following activities or training, circle the "yes" to the right of the statement.

9. Teaching/Learning	%		N
Strategies to enliven classroom presentations/discussions	56.9	Yes	66
Course planning (developing objectives, selecting tests)	28.4	Yes	33
Testing/Evaluating/Grading student learning	29.3	Yes	34
Adult learning theory	37.1	Yes	43
Learning styles/Teaching styles	44.0	Yes	51
Alternate instructional delivery systems (distance education, etc.)	28.4	Yes	33
Classroom assessment techniques (Cross/Angelo model)	18.1	Yes	21
Cooperative/collaborative learning	36.2	Yes	42

	%		N
13. Institutional Advancement			
Developing grant writing skills	14.7%	Yes	17
Fundraising for academic programs	11.2	Yes	13
Understanding the COC Foundation	5.2	Yes	6
How to become a trainer with local business	10.3	Yes	12
Networking with business and industry	17.2	Yes	20
Networking with K-12 and other postsecondary institutions s	24.1	Yes	28
Other. Please specify _____			
14. Institutional Effectiveness			
Elements of an effective program review	15.5%	Yes	18
Highlights of Matriculation research	11.2	Yes	13
Other. Please specify _____			
15. Information Services/Decision making			
How to access Internet	27.6%	Yes	32
Other. Please specify _____			
16. Technological Advancement			
Integrating new technologies in the classroom (multi-media, computer-assisted instruction, etc.)	40.5%	Yes	47
Developing personal computing/software skills.	37.9	Yes	44

Check the software packages for which you would like training:

19.0%	Mac Art Programs 22	9.5	Lotus 1-2-3 11
14.7	Microsoft Windows 17	7.8	Lotus 1-2-3 for Windows 9
9.5	DOS 11	14.7	Microsoft Excel 17
10.3	WordPerfect 12	4.3	dBase 5
5.2	WordPerfect for Windows 6	6.0	FileMaker Pro 7
13.8	Microsoft Word 16	23.3	Desktop Publishing 27
____	Other. Please specify _____		

17. Physical Resources			
Dealing with toxic chemicals/hazardous materials in the classroom/lab	8.6%	Yes	10
Classroom and Lab safety (CPR and First Aid)	12.9	Yes	15
Disaster preparedness	14.7	Yes	17
Other. Please specify _____			
18. Quality			
TQM (quality assurance) in the classroom	19.0%	Yes	22
Conducting/participating in an effective meeting	12.9	Yes	15
Team building	20.7	Yes	24
How to work more effectively in a group	22.4	Yes	26
Other. Please specify _____			

DROP THE COMPLETED SURVEY IN NANCY MATTICE'S MAILBOX BY WEDNESDAY, OCTOBER 6, 1993

Thank you for your assistance
The Staff Development Committee

College of the Canyons

1993-94 NEEDS ASSESSMENT

Staff Development - Classified Staff Survey

N = 54

1. I am a ____ employee: Check only one.
   - 98.1% Classified (53)
   - 0.0 Certificated (0)
   - 1.9 No response (1)
2. My **primary** assignment is in ____:
   - 16.7% Instructional Services (9)
   - 25.9 Student Services (14)
   - 44.4 Administrative Services (24)
   - 9.3 Maintenance & Operations (5)
   - 3.7 Other, please indicate (2) _____
     _____
3. I am employed:
   - 75.9% Full-time (41)
   - 24.1 Part-time (13)
   - 0.0 Temporary (0)
4. I have been employed for ____ at College of the Canyons:
   - 20.4% 1 day - 2 years (11)
   - 37.0 3 - 5 years (20)
   - 13.0 6 - 10 years (7)
   - 29.6 11 or more (16)

Circle one response to the right of each statement. (SA=Strongly Agree; A=Agree; D=Disagree; SD=Strongly Disagree)

		MEAN				
5.	My position challenges me and requires the use of many of my skills and abilities.	3.3	SA	A	D	SD
6.	College of the Canyons offers me encouragement and assistance to develop my skills and abilities.	2.9	SA	A	D	SD
7.	There are opportunities for career advancement for me at the college.	2.1	SA	A	D	SD
8.	Overall, I am satisfied with my employment experience at the college.	3.1	SA	A	D	SD

CLASSIFIED STAFF NEEDS ASSESSMENT

Directions: If you are interested in participating in any of the following activities or training, circle the "yes" to the right of the statement.

9. Human Resources	%		N
Developing leadership skills	40.7	Yes	22
Strategies to increase faculty/staff diversity	20.4	Yes	11
Wellness/fitness/stress management	53.7	Yes	29
Health awareness (AIDS, heart disease, cancer, etc.)	22.2	Yes	12
Planning for retirement	33.3	Yes	18
Time management	25.9	Yes	14
Memory improvement	44.4	Yes	24
Interpersonal communications	48.1	Yes	26

	%		N
16. Information Services/Decision making			
How to access Internet	31.5%	Yes	17
Other. Please specify _____			
17. Student Support			
Strategies to increase student retention	13.0%	Yes	7
Services available to help students succeed	33.3	Yes	18
Recognizing/assisting students with learning disabilities	16.7	Yes	9
Procedures/policies regarding student cheating/discipline	9.3	Yes	5
Other. Please specify _____			
18. Teaching/Learning			
Learning styles/Teaching styles	7.4%	Yes	4
Active learning	5.6	Yes	3
Conference attendance to update knowledge/skills	22.2	Yes	12
Mini-grants to visit other institutions/businesses to update knowledge/skills	18.5	Yes	10
Mini-grants to fund innovations in program effectiveness	5.6	Yes	3
Other. Please specify _____			

DROP THE COMPLETED SURVEY IN NANCY MATTICE'S MAILBOX BY WEDNESDAY, OCTOBER 6, 1993

Thank you for your assistance
The Staff Development Committee

1993-94 Needs Assessment
Staff Development - Staff Survey

2. My primary assignment is in:

[other] Professional programs (10)
[other] Computer services (22)
[other] Computer services (23)
[other] Child Development (26)
[other] CDC aide (27)
[other] Community services (42)
[other] Foundation support (43)
[other] Security (45)
[other] Campus security (46)
[other] Security (50)

3. I am employed:

Normally full-time, but on reduction right now. (34)

4. I have been employed for ___ at College of the Canyons:

19 years (16)
10 years (23)
17 years (31)
2 months (46)

5. My position challenges me and requires the use of many of my skills & abilities.

[disagree] Sometimes challenges me... (43)

6. COC offers me encouragement and assistance to develop my skills and abilities.

[agree] My supervisor does! (22)
[strongly agree] My supervisor (23)
[agree] Policy yes, administrator no. (52)

7. There are opportunities for career advancement for me at the college.

[strongly disagree] None (12)

8. Overall, I am satisfied with my employment experience at the college.

[disagree] No bonus program, no recognition, no raises, no promotions - a lot of incentive, huh? (12)

9. Teaching/Learning

[other] To fund innovations that integrate computer technology. (25)
[other] New computer software & hardware (42)
[Testing/evaluating/grading student learning; learning/teaching styles; cooperative/collaborative learning] If time (schedule) permits (55)
[other] Most of all I need time/substitutes to do the above and other things on this assessment. (84)
If they are possible, given my schedule - interested in all. (94)
Perhaps in future if I continue at COC. (95)

10. Student Support

[other] Needs assessment for a range of students, i.e. re-entry, 1 years out of high school, voc. tech., etc. (26)
[other] Funding for students who can't afford materials. (53)

11. Cultural Diversity

[incorporating multicultural diversity into courses; developing a globally-relevant curricula] I'm currently do this things. This comes from experience, but we've had FLEX programs on the topic. (18)
[other] This has always been a concern of mine, but the college could be more supportive. (55)
[other] Incorporating HIV in curriculum. (62)
[other] Already use cultural diversity for one class meeting. (86)

12. Human Resources

[other] A full-time tenured position in Political Science as instructor. (93)

13. Institutional Advancement

[other] Fundraising for Arts programs. (100)

15. Information Services/Decision making
How to access Internet

We'll all need this! (31)

16. Technological Advancement
Software packages for which you would like training:

[Microsoft Word] Mac; [Desktop Publishing] Mac (3)
[other] Hypercard (9)
[Microsoft Excel] Advanced (10)

[other] Max, Interactor (both programs involve interactive music performance) (17)
[other] Our office just got a computer; we need basic training. (18)
[Microsoft Excel] Intermediate/advanced (27)
[other] Network management (28)
[other] Microsoft Works (34)
[other] Would like to see Math Dept. trained to use graphing calculators, T.I. 81, 82, 85 (47)
[other] Beginning - I have no knowledge (57)
[other] Mac (70)
[Microsoft Word] advanced; [other] Microsoft publisher (116)

17. Physical Resources

[classroom & lab safety (CPR & first aid)) I am CPR 1st aid certified instructor. (56)
[other] Delegating lab set-ups/take downs. (84)
[other] I would like to see a recycle program at COC. There is a great waste of aluminum and glass at the cafeteria. (87)

18. Quality

[tqm] Generally in work teams (31)
[tqm] If COC ever goes CQI I am a certified trained facilitator. Have team blg. experience class too recently. (95)

NOTES:

My not circling items isn't a claim that these areas are not helpful. It's just that over the years I've done most of these things and even given presentations on them. This is true for #9 (teaching/learning) and also for #10 (student support). (18)

After I finish the Ed. Doctoral Program in 1995, I will be interested in doing more items. (39)

Dear Staff - as a part-timer who works on 2 different campuses, there really is no time for additional activities - so I cannot fill this in. (115)

1993-94 Needs Assessment
Staff Development - Faculty Survey

2. My primary assignment is in:

[other] CDC (35)
[instructional services & other] Division Chair (40)
[other] Disabled Student Services (42)
[other] Child Dev. Dept. (52)
[instructional services] Music faculty (55)
[other] Children's Center (56)
[other] P.E. softball coach (57)
[other] Coordinator - Employee Training Institute (90)

3. I am employed:

60% (43)

4. I have been employed for ___ at College of the Canyons:

15 years (25)
12 years (35)
20 years (40)
3 ½ years (55)
3 years (62)
[1 day - 2 years] Beginning 3rd year (94)
4 years (98)

6. COC offers me encouragement and assistance to develop my skills and abilities.

[disagree] I must learn all new things on my own. (31)
N/A (57)

7. There are opportunities for career advancement for me at the college.

N/A (57)
Don't know (71)
[strongly disagree] But I don't mind. (74)

8. Overall, I am satisfied with my employment experience at the college.

I love my job but hate the way I am treated by the administration - really wrecks everything. (74)
Desire full-time (94)

[agree] Because it is part-time and fits nicely into my current lifestyle. (43)

9. **Human Resources**

Computer skills programs. (9)
Speed Spanish (know consultant in Orange Co. who's great). (11)
[other] Pathworks, networking, interconnectivity - LAN, Internet. (22)
[other] Computer related courses to improve my job. (23)
[other] Proofreading. (25)
[strategies to increase faculty/staff diversity] ACTIVE strategies...; [time management]/ project management; [other] Negaholics; management skills. (37)
[other] Total quality management. (38)
[other] Computer knowledge & training. (39)
[other] Organizational skills. (40)

10. **Cultural Diversity**

Mentoring program for newly hired diverse staff/faculty to ENSURE success not failure. (37)
[other] Handicap. (41)

11. **Technological Advancement**

Software packages for which you would like training:

[other] Ready-set-go (2)
[lotus 1-2-3; desktop publishing] For Mac (7)
[other] Ground floor introduction to computing/software. (28)
[other] Mac grading program. (34)

12. **Physical Resources**

[other] Personal safety on &off campus. (21)
[campus safety; disaster preparedness] Already have. (22)
[other] Self defense (24)
[other] Special earthquake session. (37)

13. **Quality**

[other] Would like to see "Increasing sensitivity to needs/interests/cultural backgrounds of our minority students and staff' addressed in this context. (8)
[understanding TQM] Only if implemented. (37)

14. **Institutional Advancement**

[developing grant writing skills - yes] 2-3 year; [other] Are funds solicited for Classified development via Foundation? or merely academic only. (37)

15. **Information Services/Decision making**
How to access Internet

What is this? (37)

17. **Student Support**

[other] Mentoring (already do). (22)
[other] How does A.S. work to help students and/or groups succeed on campus? How is equipment used? Who has access? (37)
Better articulation with local H.S.'s. (40)

18. **Teaching/Learning**

[other] More time to learn new things!!! (30)
Maybe some classified are eligible to teach? (37)

NOTES:

Although I'm constantly learning new things in my job I feel that the graphics industry is changing so rapidly that I'm just barely "keeping up" with new technology etc. There doesn't seem to be another job at the college for me to "aspire" to other than teaching and I don't see that happening, do you? (8)
What about certificated who lack some of these? (37)